

ST. MARY'S COUNTY

BOARD OF COUNTY COMMISSIONERS' MEETING

Governmental Center

Tuesday, June 3, 2003

Present: Commissioner President Thomas F. McKay

Commissioner Kenneth R. Dement

Commissioner Lawrence D. Jarboe

Commissioner Thomas A. Mattingly, Sr.

Commissioner Daniel H. Raley

George G. Forrest, Interim County Administrator

Donna Gebicke, Administrative Assistant to BOCC (Recorder)

Kaaren Burke (Recorder)

CALL TO ORDER

The meeting was called to order at 9:07 a.m.

APPROVAL OF CHECK REGISTER

Commissioner Dement moved, seconded by Commissioner Jarboe, to authorize Commissioner McKay to sign the Check Register. Commissioner McKay abstained from the vote. Motion carried.

APPROVAL OF MINUTES

Commissioner Mattingly moved, seconded by Commissioner Dement, to approve the minutes of the Commissioners' meeting of Tuesday, May 27, 2003, as submitted. The budget work session notes for meetings held in May were reviewed and accepted as amended. Motion carried.

PROCLAMATION: NATIONAL TRAILS DAY

Present: Dan Donahue, Chair Trails Cmte. Kyle Rambo, NAS Pax; Phil Rollins,

Carolyn Laray, Dr. Icenhower, Richard Rohrbaugh

The Commissioners presented a proclamation to Mr. Donahue proclaiming June 20th as "National Trails Day" in St. Mary's County.

INFORMATION TECHNOLOGY DEPARTMENT MONTHLY UPDATE

Present: Bob Kelly, Director

The following topics were covered:

- The new phone system is 68% complete – the Sheriff's office will be completed within 2 weeks, which will complete phase one. The new system will save the County approximately \$30,000 a year.

- Cable Franchise and Ordinance were signed in February 2003 with GMP Cable. As part of the agreement, GMP is upgrading their plan for St. Mary's County. The cable "rebuild" is well underway. A webpage has been set up on the County's website for GMP Cable to provide citizens with a daily status" -- where they are working and how it will impact service.
 - Phase 1 starts at St. John's Road north up Rte 235 and is in progress.
 - Phase 2 starts at Leonardtown out Rte 5 to the 7th District.
 - Phase 3 will be south of Leonardtown.
- GMP is now pulling fiber along the existing cable infrastructure. On June 16 they begin hooking up the fiber which could interrupt service for up to 8 hours. The result will be a high-tech, modernized cable system in St. Mary's County.

- Channel 12 is now broadcast on the County's website 24 hours a day.

FACILITIES DEPARTMENT MONTHLY UPDATE

Present: Richard Rohrbaugh, Director

The Facilities Plan was updated two years ago. What remains to be done is moving staff around within the Governmental Center and from the Health Department to new areas. Community Services and Housing, along with Big Brothers and Catholic Charities will move to the old Lexington Library following renovations which begin July 1. The HVAC system upgrade at CSM will be completed in August. The stormwater management plan for the Senior Center was returned for correction. The new building at the CSM is scheduled for fall opening. The new Lexington Library construction contract has not closed out – punch list items remain. The County Archives are at capacity.

Commissioner McKay recommended Facilities Plan be updated following reorganization and staff investigate potential costs and procedures to engage a company that scans hard data onto CD or microfiche in order to save space in Archives.

MARCEY HOUSE MONTHLY UPDATE

Present: Larry Harvey, Director

Highlights of Mr. Harvey's report included:

- Marcey House has maintained a static capacity/utilization rate of 15 residents, of which six are residents of St. Mary's County.

- Currently fully staffed with no vacancies

- Marcey House hosted its 10th annual benefit golf tournament sponsored by Egan & McAllister, Inc. in association with Constellation Energy Group, Verizon and Washington Gas. "Tubby" Smith was the featured guest. \$12,379 was raised for Marcey House. This was a great example of corporate and private sector business supporting publicly funded treatment programs.
- Challenges include measuring client outcomes, retaining quality staff that provide 24-hour weekend supervision and are reimbursed for only 16 hours, and maintaining a full compliment of Marcey House Board of Directors.

HUMAN RESOURCES DEPARTMENT MONTHLY UPDATE

Present: Randy Schultz, Director

A Human Resources module has been added to the HTE software, which will make information and reports more accessible to users. In addition to locating job openings on the County's website, applicants can also learn about openings through a job hotline on the new phone system. The revised HR Policy Manual has completed legal review and is planned for implementation on July 1.

Commissioner Raley asked if County employees had the opportunity to provide input into the policy manual revisions. Mr. Schultz replied that Department Heads and the Employees Association have reviewed and commented on the draft manual.

COUNTY ADMINISTRATOR

Present: George G. Forrest, Interim County Administrator

1. Draft Agenda: June 10, 2003 (no meeting June 17)

2. DECD/Housing Authority (*John Savich, Director, DECD; Dennis Nicholson; Housing Authority; Wallace Scruggs, President of Housing Trust of America*)

To endorse and sign resolution supporting the State's financing of River Bay Townhomes in Lexington Park

Commissioner Jarboe moved, seconded by Commissioner Mattingly, to sign the

Resolution supporting the State's financing of River Bay Townhomes in Lexington Park. Motion carried.

3. Office of the Sheriff (*Capt. Cusic and Erin Gass, Fiscal Mgr.*)

To approve and authorize Comm. President to sign Budget Amendment to transfer funds realigning accounts to reflect end of year needs in OT, Food and Medical accounts for Detention Center (\$84,120)

Commissioner Raley moved, seconded by Commissioner Dement, to authorize

Commissioner McKay to sign the budget amendment. Motion carried.

4. Office on Aging (*Gene Carter, Dir.; Jennie Page, Dep. Director; Peggy Maio, Fiscal*)

Superv)

To approve and authorize Comm. President to sign the Nutrition Services Incentive Program Notification of Grant Award and related Budget Amendment (FY03 budgeted amount was \$63,152 – actual was \$26,650, a decrease of \$36,502)

Commissioner Dement moved, seconded by Commissioner Jarboe, to authorize Commissioner McKay to sign the grant award and budget amendment. Motion carried.

5. Emergency Communications (*Phil Cooper, Director; Elaine Kramer, Finance Director; John Norris, County Attorney*)

To approve and authorize Finance Director to sign Modification No. 011 to Contract No. SMC-99-209380 with IXP Corporation (public safety and communication systems and facilities)

Commissioner Raley moved, seconded by Commissioner Jarboe, to authorize the Finance Director to sign Modification No. 011 to Contract No. SMC-99-209380 with IXP Corporation. Motion carried.

6. Office of Community Services (*Cynthia Brown, Director; Joe Donick, ATOD Coordinator*)

To approve and authorize Comm. President to:

- a. Authorize the submission of the AmeriCorps*VISTA Summer Associate proposal to the Corporation for National and Community Service

Commissioner Jarboe moved, seconded by Commissioner Dement, to authorize submission of the proposal to CNCS. Motion carried.

- b. Sign the Application for Federal Assistance in the amount of \$10,000 for the SOSAR program

Commissioner Jarboe moved, seconded by Commissioner Dement, to sign the grant application for the SOSAR program. Motion carried.

- c. Sign the 3 copies of the MOA with Corp. for Nat'l & Community Service for a cost-share agreement for up to 24 Summer Associate VISTAs for SOSAR program (County - \$51,695, Federal -\$10,000)

Commissioner Jarboe moved, seconded by Commissioner Dement, to sign the three copies of the MOA for summer associates for SOSAR. Motion carried.

7. Department of Public Works & Transportation

a. *(George Erichsen)*

To approve and authorize Comm. President to sign Budget Amendment to fund two large print jobs required for Scale House Weight Tickets and Solid Waste Vehicle Stickers for County residents (\$3,657)

Commissioner Raley moved, seconded by Commissioner Dement, to authorize Commissioner McKay to sign the budget amendment. Motion carried.

b. *(George Jarboe, Trans. Mgr; George Erichsen)*

To approve and authorize Comm. President to sign Job Access and Reverse Commute Grant Agreement (Federal: \$90,000; State: \$27,500; County, \$22,500; DSS: \$40,000) and related Budget Amendment (\$22,500)

Commissioner Jarboe moved, seconded by Commissioner Dement, to authorize

Commissioner McKay to sign the grant agreement and budget amendment. Motion carried.

c. *(George Erichsen; Richard Tarr, Solid Waste Manager)*

To approve and authorize Comm. President to sign Intergovernmental Agreement with Md Environmental Service to implement an Electronics Recycling (E-Cycle) and Mercury Thermometer Exchange Program.

Commissioner Mattingly moved, seconded by Commissioner Dement, to authorize

Commissioner McKay to sign the intergovernmental agreement with MDE. Motion carried.

d. *(George Erichsen)*

To approve and authorize Comm. President to sign Temporary Slope and Grading Easement Agreement with Cecil's Mill, for construction of storm water drainage pipe

Commissioner Raley moved, seconded by Commissioner Jarboe to authorize Commissioner McKay to sign the easement agreement with Cecil's Mill. Motion carried.

a. To approve and authorize Comm. President to sign Public Works Agreement

Addendum for Bay Ridge Estates Subdivision, Section 4, located in the 8th Election

District, with an expiration date of April 1, 2004.

f. To approve and authorize Comm. President to sign Draft drawn under Irrevocable Standby Letter of Credit #0291 in the amount of \$37,000 attached to Claim Letter to the Key Bank & for Wilderness Subdivision, Section 3, located in the 3rd Election District.

Commissioner Jarboe moved, seconded by Commissioner Dement, to authorize Commissioner McKay to sign the Public Works Agreement Addendum for Bay Ridge Estates and the draft for Wilderness Subdivision. Motion carried.

g. To approve and authorize Comm. President to sign Public Works Agreement for Forest Farm Subdivision, Section 3, Phases 3 and 4, located in the 3rd Election District, with an expiration date of March 1, 2004. A letter of credit has been provided by The First National Bank of St. Mary's in the amount \$435,000. The roads included in this agreement are: Pembroke Drive (2,640'), Clifford Court (610'), and Chandler Court (1,614).

h. To approve and sign Resolutions accepting Guy Farm Drive (400') located in the Avonlea Subdivision, Section 1, 5th Election District, and resolutions posting a 25-mph speed limit and stop sign.

i. To approve and sign Resolutions accepting Skipjack Drive (477'), Skipjack Court (609') and Kingfisher Court (492') located in the Bay Ridge Estates Subdivision, Section 3, 8th Election District and resolutions posting a 25-mph speed limit and stop signs.

Commissioner Raley moved, seconded by Commissioner Jarboe, to authorize

Commissioner McKay to sign the Public Works Agreement for Forest Farm and to sign the resolutions accepting the following streets and posting 25 mph speed limits and stop signs: Guy Farm Drive, located in Avonlea; Skipjack Drive, Skipjack Court, and Kingfisher Court, located in Bay Ridge. Motion carried.

COMMISSIONERS' TIME

Commissioner Jarboe

- Talked to the County Attorney who will provide a list of legal options to assist Mr. Gibson with his request for a variance on impact fees. We need to respond to him.

Commissioner Raley

- Congratulations to all high school graduates and to their parents. Please be careful out there. Congratulations to Commissioner Dement who graduated from GMHS fifty years ago.

Commissioner Dement

- Attended 50 year high school class reunion. Out of fifty graduates, 28 attended the reunion and 10 still reside in St. Mary's County.

Commissioner Mattingly

- Apologize that back problems prevented me from attending recent County events. Out of CSM's class of 2003, 142 were from St. Mary's County. Congratulations to all the students. The College was an excellent investment.

Commissioner McKay

- A public forum will be held June 10, at 6:30 p.m. at the 7th District Fire House.
 - Flag Day will be celebrated June 14, at the Governmental Center.
 - June 8th the Leonardtown Lion's Club will have their Crab Feast at the Governmental Center.
 - June 9th an Emergency Siren System Test will be held at noon. It will involve 17 sirens and will sound for 3 minutes. This is only a TEST. In an actual emergency, you will be instructed to tune in to local radio stations.
 - The county website has launched a new interactive Technology Handbook site where partnerships can develop in order to win government contracts through PAX River.
 - The Housing Needs Assessment is also available on the County's website.
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- Animal tags are available for sale at the Treasurer's office.
 - Friday, June 13, 6:00-9:30 p.m., is the Spring Twilight Market at Lexington Park on Tulagi Place.
 - The Summer Program Guide is available at schools, libraries, Rec and Parks, and Visitor Centers.

BOARD OF COUNTY COMMISSIONERS CONVENED AS THE BOARD OF HEALTH

Present: Dr. William Icenhower, Health Officer

Several topics were covered and some highlights follow:

- School nurses are needed in private and parochial schools. Currently, a roving nurse can help the smaller schools.
- Clinics for flu and pneumonia have proven extremely important.
- Need for the Department of Health:
 - The tenants will eventually need to leave to free up space. Perhaps Facilities Management can identify new locations for the tenants.
 - There is no security in the building at all. However, sensitive records need to be adequately secured.
 - The hot air and lack of circulation has been addressed but needs more attention.
 - The state and county have increased fees significantly for birth/death certificates.

- Suggest functions from Environmental Health be aligned with the Land Use and Growth Management Department.
 - 1450 percolation tests have been performed for 2002 and 2003 to date.
- Headliners
 - Bioterrorism – it is anticipated within one year a vaccine will be available for smallpox.
 - SARS – no treatment – no antibiotics available.
 - West Nile Virus – the Department of Agriculture is larvaciding pools which is safe and effective. Nevertheless, WNV is a worry. No anti-viral medicine exists. Use DEET and wear long sleeves and pants when outside.
 - Mad Cow Disease is neurologic in nature and not a virus. Brain, eye, or spinal tissue from a diseased cow carries the prion. Because of the way cattle are butchered in the US, the disease is under control. However, "meat products" could be a problem.
 - Cardiovascular disease is #1 killer, cancer is #2, infectious diseases #3 (pneumonia, flu) and adverse events #4 (medical mistakes/medication errors)
- The future
 - Partnerships with schools and the sheriff will be developed to reduce traffic accidents.
 - The next 2-4 years will be tough because of the deficit but new ideas must be introduced and we must push ahead even if it means tax increases.

Commissioner Jarboe moved, seconded by Commissioner Dement, to adjourn the meeting as the Board of Health at 2:30 p.m. Motion carried.

DEPART FOR CHAPTICO PARK GROUNDBREAKING CEREMONY

The Commissioners attended a groundbreaking ceremony at Chaptico Park.

Minutes Approved by the

Board of County Commissioners on _____

Donna Gebicke, Administrative Assistant

to the Board of County Commissioners